



HIRER'S GUIDE

Leichhardt Town Hall

107 Norton St, Leichhardt NSW 2040

Contacts

The venues team is available Monday - Friday, 9am to 5pm.

Tel: 02 9392 5923 or

Email: bookingsteam@innerwest.nsw.gov.au

Access and maintenance

For access and maintenance issues, contact Inner West Council's after-hours service on 02 9392 5000.

In case of emergency

In the event of an emergency, call 000 for the police, ambulance or fire brigade.



Contents

1. Before your event

- 1.1 Before your event: What you need to know
- 1.2 Key collection and return
- 1.3 Parking
- 1.4 Deliveries
- 1.5 Decorating the space
- 1.6 General facilities
- 1.7 AV facilities

2. During your event

- 2.1 How to access and exit the venue
- 2.2 Handover checklist



1. BEFORE YOUR EVENT

1.1 Before your event: What you need to know

Thank for you choosing to hire a venue with Inner West Council.

Use this guide before and during your hire to ensure everything runs smoothly and you get the most out the venue.

Community venues are not staffed and Council employees that work at the site are unable to assist during your hire. We recommend that you print this guide so you can refer to it as needed.

Our venues are also hired without catering equipment (such as plates and glasses) or cleaning equipment.

Access

Venue access is during your hired hours only as the venue may be in use by other hirers directly before or after you.

We wish you a successful event and hope to see you again.

This venue has a dedicated caretaker who can meet beforehand if required for a walk through of the venue. This can be arranged with your Venue Manager.



1.2 Key collection and return

Key swipe collection

Collect key swipe from the front service desk during opening hours:

Leichardt Service Centre
7-15 Wetherill Street, Leichhardt
Monday to Friday 8.30am - 5pm

Let your venue manager know when you would like to collect to ensure key swipe are ready.

Key swipe return

Return key swipe to the front service desk before midday on the day after your event. When the key swipe has been returned to the service desk the bond will be refunded.

Key swipe return for weekend events/early morning events

If your event takes place on the weekend the key swipe can be collected on the Friday before your event and returned on Monday after your event.

For early morning events the key swipe can be collected the day prior.



1.3 Parking

Metered street parking is available.

There is Marion Street public carpark directly behind the Town Hall. This is “2P” parking from 8am-8pm Monday to Friday and unrestricted on weekends.

There is accessible car parking in the Marion Street carpark.

1.4 Deliveries

Deliveries must be when you are on site as there is no one to accept deliveries on your behalf.

We recommend Marion Street carpark for drop off.

1.5 Decorating the space

Our venues are a blank canvas to create your perfect event and you are welcome to decorate the space, just leave the space as you found it.

To avoid damaging the venues please do not:

- Use sticky tape or any other adhesive on surfaces.
- Do not use screws, nails on floors or walls.
- Use wax, powder or wet floors for dancing.
- No open flames (candles, incense, heaters, fireworks, matches). These will set off the fire alarms and will result in a false alarm fire charge of \$1600 by NSW Fire Service.

No smoking is permitted anywhere inside or within 10 metres of any council building. If your guests do smoke please ensure they dispose of their butts.

1.6 Facilities

Furniture	<p>Tables: 20 tables (1800 by 900 mm) Chairs: 280 chairs</p> <p>Use the trolleys provided to move tables and chairs to avoid damage to the heritage wooden floor.</p>
Kitchen	<p>Hot water heater Commercial oven with gas stovetop Commercial chiller Microwave Pie warmer</p> <p>There is an exhaust fan (switch next to microwave), this needs to be turned on while using the oven and stove top.</p>
Lights and fans	<p>The main switches for the ceiling fans and lights are backstage.</p> <p>Ceiling fans – the grey box marked DB.CB 1 controls the ceiling fans. There is one switch at the side of this that operates all fans. Please only use this switch and not the dial switches.</p> <p>The two sets of switches labelled Hall Lights operate lights in the Hall and above the stage.</p>
Toilets	<p>1 x parent's room (baby changing space) 3 x female toilets 2 x male toilets 1 unisex accessible toilet</p>
Power (See floorplan for locations)	<p>15 AMP power in kitchen Three phase power on stage</p>
Stage risers	<p>Various sizes available, your Venue Manager can arrange an inspection if required.</p>

1.7 AV facilities

Bluetooth capable speaker	See separate instructions.
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1 x Drop down screen (2m x 4m) with HDMI and VGA connections	See separate instructions.
Lectern with cordless microphones x 2	Please bring back up AA batteries (2 per microphone).

2. DURING YOUR EVENT

2.1 How to access and exit the venue.

Street access	Access via the Marion Street carpark. The entrance is a single grey door at the rear of the Town Hall - use the swipe key provided.
Accessible entrance	Same entrance as above.
Exit	Close the door behind you to lock the premises. Please ensure all doors are closed.



HANDOVER CHECKLIST

We hope you have enjoyed your event at the Leichhardt Town Hall.

As this is a community venue, we ask that leave the venue as you found it for the next hirer.

Please complete this form and return to bookingsteam@innerwest.nsw.gov.au no more than 2 days after your event. If you did not use certain equipment i.e. stove, please place n/a in box. All other items can be ticked when completed.

Many thanks for booking your event with us and we hope to see you soon.

Room		Checklist	Done
Kitchen			
	Garbage and recycling	Garbage in garbage bins	
		Turn stove/oven off	
		Clean oven and stove	
	Fridge	Emptied and cleaned	
	Benchtops	Cleaned and cleared of all rubbish	
		Turn lights off	
Meeting Room			
	Layout	Tables and chairs should be stacked and returned to the storage cupboard.	
General		Lights turned off	
		Doors closed and locked	
		Fire exit doors clear and closed	
		Turn off all AV equipment	

Defects and repairs

Please use the space below to let us know of anything that is not working correctly so that we can repair for the next hirer.